

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.			
FOR AGENCY USE	1. Agency Address		FOR RECORDS M	ANAGEMENT USE
Application Date	Department of Human Resources	[-	Application Number	
May 26, 1976	Division of Physical Health Drug Abuse Testing Laboratory		74-114	B
Application Number	47 Trinity Avenue, S.W., Rm. 6	5- <i>H</i>	Date Received	Date Completed
DHR-64	Atlanta, Ga. 30334	-	MAY 2 7 1976	JUN 1 6 1978
2. Person to Contact	Working	Title		elephone Number
Lawrence A. Reynold		visor	•	656-4945
3. Action Requested	.0			
	Schedule; record will continue to accumulate.			• :
_	cumulation; no further accumulation anticipat	ed.	-	
c. 🖪 Amend Application			, <u> </u>	item #12
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title use	d in office; if diff	erent)	
Earliest Latest	Drug Abuse Patient Test Repo	mt Piloa		Ng Pr
6. Division and Office Function	What is the function of the Division ar	nd the Office in w	hich this record serie	s is created?
,	•			
•	•			
		•		
		•	· ·	•≈ <u>-</u>
•	1			
•			· .	
7. Record Series Description	This file contains the following documents (include form our	obers and titles if an	vi·
•	Attach samples of the file.			
Documents relating to:				•.
Included are:		**		
			The state of the s	
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je – je				•
2	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			·
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	•			
5 32 - 222 - 22 - 1	· .			
File is arranged:				
9 Manalta 2-1				
8. Monthly Reference Rate	How often are records referred to which		_	
One to six months old twenty-five months and olde	Seven to twelve months old?	; Thirteen to	twenty-four months	old;
9. Annual Rate of Accumulation		7	V Company	
Letter-size drawers	; Legal-size drawers; Shelves	;0	ther (specify)	
	-	•		
	ويومن والمرابع			

		_		the same of the sa
	(Place an "X" in the proper	r column)		
	cial copy of the series?		·	**
If not, where i				1) 1)
b. Does the series	contain confidential informat	ion requiring s	ecurity handling? If yes, cite law or	regulation.
c. Is this a vital re	ecord?		3	*
the state of the s	s have historical or long term r	esearch value?		
			keep the entire file for a long period	d, could these
1 v † 1	scheduled separately?	:		
f. Is the informa	tion contained in this series eve	er published?	If yes, attach copy.	
a. Is the informati	tion contained in this series ew	er analyzed and	d/or recorded in a summarized report	?
if yes, attach o				
h, is there a dupl	ication of this series in your of	ffice, or in ano	ther office or agency?	
if yes, where?			·	****
	or a major portion of it) regular		J?	
	d series result in a computer or			:
11. Retention Requirements	The following req	uires the series	to be kept:	• .
a. State Law	114004		Audit marind	
b. Statute of limitation	years.		•	years.
c. Federal law	years.		Federal retention instructions	
C. COURT OF THE PARTY	years.	••	' delar restriction man actions	Year 3.
A				,
Attach copy or excert of it	aws or regulations. Explain ad	ministrative ne	ed.	•
Toxicology Analys	is Report is needed i	for follow	-up research material.	
	•			
12. Approved Disposition Inst	ructions This agency recon	nmends that th	e file series be cut off at the end of e	ach:
	☐ Calendar Year:	: D Fiscal Yes	r; 1 Other <u>see below</u>	then.
				The state of the s
☐ Hold in the current file:	s area month(s)	vear	(s): then	
	ng area; holdyear	-		
	rds Center; holdy			
Destroy.				
☐ Transfer to State Archi	ves for permanent retention.			
☐ Other (Specify)		1		
			, * · ·	each
Toxicology Analysis	Report -	Cu	t-off file at the end of	the
DPH/DCS(4)-96		ca.	lendar year; then transfe	r to the
(12 month accumulat	ion less than	St	ate Records Center; hold	5 years,
one cubic foot)		the	en destroy.	_
	•	•		
Test Results	· · · · · · · · · · · · · · · · · ·	On	January 1, 1974 and ever	y
		twe	o months thereafter cut o	ff
		th	file; then hold in curr	ent
		fi.	les area two months; then	transfer
•		to	State Records Center; ho	ld one
		. , ye	ar; then destroy.	-
These instructions apply to	o all prior and future accumula	tions of the se	ries.	
		,		
Agency Head/Designee (Signat	ture) Date	Becarde M	anagement Officer (Signature)	Date
Alency read Designer (Julius)	Oate	Necotus IV	diagement Officer 13:griatures	i Date
Lawrell. Dun	ald 1: 5-26-7	6 111		
1-1-1			head Milmild Ad	p. am T-26.76
			then I Midmeld of	RAMO 5-26-76
Recommendations in para-	(//) =	St	the M. Drild If	RAMO 3-26-76
		St	tien (. M.) mild)	R-PM) 3-26-76 Date
graph 12 are approved.		St	tien (Mc) meld) ate Records Committee (Signature)	RAM 5-26-76
	State Auditor/Designee	New	Moleman	R-PM) 3-26-76 Date
(If disapproved, attach letter	State Auditor/Designee	New	Moleman	R-PM) 3-26-76 Date
graph 12 are approved. (If disapproved, attach letter of explanation.)		New	the M. M. Druks If ate Records Committee (Signature) woll Hart	R-PM) 3-26-76 Date
(If disapproved, attach letter	State Auditor/Designee	Car	Moleman	R-RM) 5-26-76 Date

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OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MARAGEMENT DIVISION

PAGE

1 March 26, 1974	INSTRUCTIONS: See separate instruction front and reverse of this form. Sign or		,	A Date Completed
2. Agency Application No. DHR-DPH-23	and forward to Department of Archives and Records Management Officer.		74-114	APR 1 5 1974
Dept. of Human Re Division of Physi Drug Abuse Testin	sources cal Health	4 Person to Toutent Miles Schwa	rtz	
47 Trinity Avenue Atlanta Georgia	S. W. Pm. 6 H 30334	5. Moreiog Title Drug. Lab.		556-4850
7. ACTION REQUESTS	D CONTRACTOR OF THE CONTRACTOR			

ESTABLISH DISPOSITION STANDARD; DISPOSE OF PRESENT ACCUMULATION; PECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series

Jan. 1974 - present

DRUG ABUSE PATIENT TEST PEPORT FILES

9. Exact Series Title

What is the function of the office in which this record series is created? The Division of Physical Health, headed by the Director is responsible for the administration, direction and coordination of Physical Health Programs in the State, such as: the establishment of health standards for businesses, housing, field operations, and hospitals throughout the State; the improvement of the physical and dental health of the residents of the State; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities.

The laboratory Unit, under the direction of Chief, is responsible for performing bacteriological, chemical, and immunological tests for diseases or abnormalities on a variety of specimens (primarily from humans) received from throughout the state. It is also responsible for the evaluation, improvement and licensure of other laboratories in the state. The Unit accomplishes these goals by the testing of specimens thru the activities of the Diagnostic Service Laboratories, and formulates policies and standards of performance for the evaluation, training and licensure of clinical laboratories.

- 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
 - Documents relating to the results of laboratory tests conducted to determine the presence or absence of a variety of abuse drugs (such as: opiates, alkaloids, barbiturates, amphetamines and hypnotics) in human body fluids of patients who are voluntarily participating in programs intended to terminate the individual's use of abusive drugs.
 - Included are the Toxicology Analysis Report (DPH/DCS [4]-96) which includes Patient's name and identification number, participating treatment center and its identification number, laboratory control number and the positive or negative test results for a particular abuse drug. Also included are the actual test results registered on chromatographic chart paper which may show the presence of drugs in the patient's body fluids (urine, blood, tissue).

File is arranged chronologically by date of testing; thereunder by patient's name and identification number.

ATTACH SAMPLES OF THE FILE

12. Equipment occupies		No. of Drawers	Cu. Ft. of Records		Bo. of	Dravers	Cu. Ft. o	f Records
Letter-size File Drawers		3	4.5	ARRUAL RATE OF ACCUMULATION	6			9
Legal-eize File Drawere	3	19434 3	12W/A	Ficor Space Occupied (Square Peet)	in orri		In Storag	ge Ares(a)
					This Year's		Preceding Year's	
W-W-W	T	C 7000	("Rosel	AVERAGE DATLY REPERENCES	110	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer to "YES," please explain	VES h
13. Is this the Record Copy of the series?	ן לגו
1) Is there a duplication of this comics in another office or account	ı
14. Is there a duplication of this series in another office or agency? Test results are sent to Drug Treatment Center and become a part of Patient's median in this series ever summarized or published.	[][X edical
The two two transfers contents of the outproperties of the period of the	Y
Attach cory of summary or publication.	wit.
li. Ites the series contain classified information requiring security handling? Confidential Medical Record-Ga. Health Code; Laboratory Licensure Law Section d	, [x] [
17. Ites the series initiate, amend or terminate agency policies and procedures?	[] [x
16. Rould the function be performed if the files were lost or destroyed?	[x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[] · [x
20. Idea the record series provide data as input to an EDP file?	[] [x
21. loss the record series contain documentation produced as EDP printout?	[][x
22. Has the Federal Government issued instructions governing the retention/dispo-	[] [x
sition of these files?	
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[] [X
24. PEDUIREMENTS. The following requires the files to be kept 14 MONTHS	
	•
a. WETATE b. []STATUTE OF c. []AUDIT d. []FEDERAL e. MADMINISTRATIVE f. []HIST	ORICAL
(Site Law, Statute, or other reason for the retention requirement)	
Legal authority given in Georgia Laws 1970, Licensure of Clinical Laboratories, p. et sec., requires a twelve month retention. It has been our experience that the mo	531, st
frequent reference to the reports takes place within 14 months of the original test	
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at	the end
of each -[]CALENDAR YEAR -[]FISCAL YEAR -[XOTHER see below	,then:
[] Hold in the current files area month(s)/ year(s):	
Transfer to [] State Records Center [] Local Holding Area; hold year	s):
Transfer to State Archives for permanent retention.	
Destroy immediately after cut-off.	
[X] Other: (Specify) On January 1, 1974 and every two months thereafter cut off file; then hold in current files area two months; then transfer to State Rec	tne
	ords
center; note one year; then destroy.	ords
Center; hold one year; then destroy.	cords
Center; note one year; then destroy.	ords
Center; note one year; then destroy.	cords
(Indicate briefly rationale for recommendations above/or write additional remark	cords
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(Indicate briefly rationale for recommendations above/or write additional remarked and the second above/or write additional remarked and the second above/or write additional remarked are: OTHER REQUIRED SIGNATURES	DATE

412-74

STATE OF Application for FORGIA RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & MISTORY
RECORDS MANAGEMENT DIVISION

6	EORGIA RECURDS DISPUSITION STA	NUARU RECORDS MANAGEMENT DIVISION
1 . polication Date	INSTRUCTIONS: See separate instructions for co	empletion of FOR RECORDS MANAGEMENT DIVISION USE
March 26, 1974	front and reverse of this form. Sign original and	
2 Agency Application No.	and forward to Department of Archives and History	•
DHR-DPH-23	Records Management Officer.	3 1974 7 7 1 APR 1 5 1974
	ion & Administering Office Address	Person to Contact
Dept. of Human F		
Division of Phys Drug Abuse Testi		Miles Schwartz
47 Trinity Avenu	ue, S. W. Rm. 6 H	5. Working Title 6. Tel. Mo.
Atlanta, Georgia	a 30334	Drug. Lab. Supv. 656-4850
7.ACTION REQUES	TED	
C ESTABLISH	DISPOSITION STANDARD;	DISPOSE OF PRESENT ACCUMULATION;
	LL CONTINUE TO ACCUMULATE.	NO FURTHER ACCUMULATION ANTICIPATE
8. Earliest & Lates		
Dates of Series	7	ADD PILE
Jan. 1974 - pres	sent DRUG ABUSE PATIENT TEST REF	OKI LITE?
tration, directive the establishment hospitals through residents of the construction and the Laboratory Understood a variety of specific also respond atories in the start the activities.	ion and coordination of Physical He nt of health standards for business shout the State; the improvement of e State; the diagnosis and control d licensure of health facilities. Unit, under the direction of Chief, chemical, and immunological tests ecimens (primarily from humans) reconsible for the evaluation, improve	is responsible for performing for diseases or abnormalities on seived from throughout the state. ment and licensure of other laboragoals by the testing of specimens oratories, and formulates policies
and file contains and file arrange Documents relations or absence amphetamine	ement). ing to the results of laboratory to of a variety of abuse drugs (such es and hypnotics) in human body fli	ests conducted to determine the presence as: opiates, alkaloids, barbiturates, ids of patients who are voluntarily ate the individuals use of abusive drugs.

Included are the Toxicology Analysis Report (DPH/DCS [4]-96) which includes Patient's name and identification number, participating treatment center and its identification number, laboratory control number and the positive or negative test results for a particular abuse drug. Also included are the actual test results registered on

chromatographic chart paper which may show the presence of drugs in the patient's

body fluids (urine, blood, tissue).

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ATTACH SAMPLES OF THE FILE

12. водгривит осспртво	No. of Drawers	Cu. Pt. of Records		No. of D	TAVETS	Cu. Pt. o	f Records
Letter-size File Dravers	2 3	_4.5	ARRUAL RATE OF ACCUMULATION	6	4. %	(3
Legal-size File Dravers	1. Ac 1: 1	13.00	Floor Space Occupied (Square Feet)	In Offi X 7	ce(e)	In Storag	e Arem(m)
				This Year's	Last Year's	Preceding Year's	
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PAGE 2